

Records Commission Meeting Minutes
September 19, 2013
4:00 PM

APPROVED

Call to order by Chairman, Scott Bowers.

Roll Call - Present: Scott Bowers, Scott Sams, Ronnie Trivett, Jodi Bristol, and Judge Jean Stanley. (Patsy Lewis, previously notified Chair she would be absent due family sickness).

Welcome and Introduction of Judge Stanley.

Minutes of the previous meeting were not available for approval at this time.

Public Comments- Clerk & Master, Melissa Moreland present requests of records disposal along with Court Order.

Approval of TSLA Form RDA/2002 – Records Disposition Authorization for Office Holders to use.

MOTION made by Ronnie Trivett, seconded by Judge Jean Stanley, to approve usage of TSLA Form RDA/2002. By majority voice vote, all ayes, *motion carried*.

Clerk & Master, Melissa Moreland request for destruction of Delinquent Tax Records
CTAS Code-50-030 , April 15, 1940 – December 31, 1986 , Volume 248 Books

MOTION made by Jodi Bristol, seconded by Ronnie Trivett, to approve disposal of said records as requested by Clerk & Master, Melissa Moreland. By majority voice vote, all ayes, *motion carried*.

MOTION made by Judge Jean Stanley, seconded by Ronnie Trivett, to approve disposal of request (page 2, Supplemental request by Melissa Moreland, Clerk & Master) of: Court Receipts – cost/filing fees, April 23, 1953 – December 31, 1986 (CTAS Code 05-029) Volume 121 Books. By majority voice vote, all ayes, *motion carried*.

Court Order for disposal of Records returned from the Court of Appeals.

Clerk & Master, Melissa Moreland presented to the committee for viewing the records & exhibits returned. She explained theses records are duplicates. The exhibits are originals. Records and exhibits are to be inventoried for presentment to State Archivist which has ninety (90) days to file an answer, then the Records Committee will make decision. Inventory is to be done by Scott Bowers, and Melissa Moreland.

MOTION to approve above request, made by Jodi Bristol, seconded by Judge Stanley. By majority voice vote, all ayes, *motion carried*.

Committee Comments

Meeting was adjourned by majority voice vote.

Submitted by Scott Bowers  , Chairman